



Haviland Avenue School and Audubon Preschool

240 South Haviland Avenue · Audubon · New Jersey · 08106 · Phone: 856-546-4922 · Fax: 856-547-1248
www.apsd.us

Barbie Ledyard

Principal
Ext. 6212, bledyard@apsd.us

Melissa Chisholm

Administrative Assistant, Registrar
Ext. 6212, mjchisholm@apsd.us

Maria McCutcheon

Counselor
Ext. 6217, mmccutcheon@apsd.us

Ann Rossi-Alston

Haviland School Nurse
Ext. 6207, arossi-alston@apsd.us

Kelley Stenton

Preschool Nurse/Admin. Assistant
856-617-0918, kstenton@apsd.us

September 2023

RE: REVISED! Attendance Procedures

Dear Parents/Guardians,

The information in this letter is very important with regard to your child and the attendance policy and procedures that are in place across the Audubon Public School District. This policy and procedures are governed by The State of NJ (NJSA 18A: 38-25; NJAC 6A: 16-7.6(a).

School attendance is required for students between the ages of 6 and 16. There is a difference to how our district records an absence and how the State of NJ records and absence:

Absent reason	Audubon Schools	The State of NJ
Religious Holiday	Excused absence	Excused absence
Bring Child to Work Day	Excused absence (if in session)	Excused absence
Illness with doctor's note	Excused absence	Unexcused absence
Bereavement with parent note	Excused absence	Unexcused absence
Illness without doctor's note	Unexcused absence	Unexcused absence

Also, if a student misses 18 days of school or more in a school year, the State of NJ considers that student as chronically absent. The district must keep track of and account for all student absences.

Here is what this means for you:

- At 4 and 7 school-level unexcused absences, you will receive an attendance letter as well as a phone and/or email contact. The reason for the contact is to partner with you to help your child improve their attendance
- At 9 school-level unexcused absences, you will receive an attendance letter and school will schedule an Attendance Action Plan meeting. At that meeting, you and your child will be able to participate in creating the plan that will help them improve their attendance
- At 15 school-level unexcused absences you will receive an attendance letter as well as a phone and/or email contact. At this time, we may re-evaluate the Attendance Action plan and/or court proceedings may be initiated to involve that system to help your child attend school
- At 18+ school-level unexcused absences, you will continue to receive the letters and contacts

Safe. Respectful. Responsible.



Haviland Avenue School and Audubon Preschool

240 South Haviland Avenue · Audubon · New Jersey · 08106 · Phone: 856-546-4922 · Fax: 856-547-1248
www.apsd.us

Barbie Ledyard

Principal
Ext. 6212, bledyard@apsd.us

Melissa Chisholm

Administrative Assistant, Registrar
Ext. 6212, mjchisholm@apsd.us

Maria McCutcheon

Counselor
Ext. 6217, mmccutcheon@apsd.us

Ann Rossi-Alston

Haviland School Nurse
Ext. 6207, arossi-alston@apsd.us

Kelley Stenton

Preschool Nurse/Admin. Assistant
856-617-0918, kstenton@apsd.us

- from school and we will move forward with any items listed above not already in place
- Audubon Preschool students who accrue 18+ school-level unexcused absences may be removed from the program
 - Should a K - 2 student accrue 30+ school-level unexcused absences, retention in the grade level is possible

It is my sincere hope that with the support offered through our typical Positive Behavioral Supports Program (PBIS), the Attendance Action Plan and/or the Intervention and Referral Services Team, your child is able to meet success in this area.

Sincerely,

Barbie Ledyard

Barbie Ledyard

Principal, Audubon Preschool and Haviland Avenue School



Haviland Avenue School and Audubon Preschool

240 South Haviland Avenue · Audubon · New Jersey · 08106 · Phone: 856-546-4922 · Fax: 856-547-1248
www.apsd.us

Barbie Ledyard

Principal
Ext. 6212, bledyard@apsd.us

Melissa Chisholm

Administrative Assistant, Registrar
Ext. 6212, mjchisholm@apsd.us

Maria McCutcheon

Counselor
Ext. 6217, mmccutcheon@apsd.us

Ann Rossi-Alston

Haviland School Nurse
Ext. 6207, arossi-alston@apsd.us

Kelley Stenton

Preschool Nurse/Admin. Assistant
856-617-0918, kstenton@apsd.us